
POLICY

Staff in residential juvenile justice facilities must conduct periodic and situation-based counts of youths in residence.

PURPOSE

To ensure that staff effectively, efficiently and accurately maintain accountability of youths and track the movement of youths assigned to the facility.

DEFINITIONS

See [JRG, JJ Residential Glossary](#).

RESPONSIBLE STAFF

Facility director and direct care staff.

PROCEDURE

Each facility must develop and implement a written procedure for the conduct and documentation of youth counts. The written procedure must contain the following minimum requirements:

Mandatory Youth Counts

Facility staff must conduct and document youth counts under the following situations:

- As part of each shift turnover.
- At least once per shift at a random time during the shift.

Note: During sleeping hours, one of the room checks conducted as part of [JRM 515, Youth Room Checks](#), may be used to fulfill youth count requirements for the midnight shift. The count and the supervisor's count comparison must be logged separately from the room check.

- Following a drill or facility-wide incident (for example, escape, fire, riot, or tornado).
- Prior to a youth transport and upon transport return.

- Facility staff may conduct counts at other times as they deem appropriate.

Note: When at the facility, all youths must be counted, including those separated from their normally-assigned group. An approved off-campus activity form may be used for documenting each youth who is physically not at the facility.

Central Checks of Counts Against Youths Assigned

The facility director or designee must maintain a current, accurate list of youths assigned to the facility.

Facility supervision must receive each report of youth counts and compare the results to the facility's current population. The sum of the youths counted at the facility and those on approved off-campus activities must match the current population. Should discrepancies be found, the facility supervisor must order an immediate recount. If the recount does not resolve the discrepancy, the facility supervisor must implement escape response; see [JRM 501, Escape Response](#).

Logging and Additional Criteria

Only facility staff may conduct counts.

Staff conducting counts must visually sight each youth counted or verify the youth's location by the report of another staff. Staff may have youths verbally count off as long as the staff ensures that each assigned youth is present.

Staff must enter the results of youth counts in the facility log.

Staff must verbally report the results of each youth count to the facility supervisor.

For each count, the supervisor must log the total facility count, the number of youths on approved off-campus activities, the sum of the facility counts and the youths off-campus, and the facility population. The sum of the facility counts and youths off-campus must match the facility population.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l)